

**CITY OF GAHANNA
CIVIL SERVICE COMMISSION**

TEST FOR EQUIPMENT OPERATOR

There is a \$10.00 filing fee at the time of filing an application per Ordinance 266-92. This fee is nonrefundable.

Please read all attached information before filling out the application.

POSITION: Equipment Operator - Streets

DEPARTMENT: Service Department

REPORTS TO: Superintendent of Streets and Utilities, Street Foreman

EXAM DATE: Written _____ **-Tuesday, March 21, 2006**

6:30 p.m.

Practical _____ **-Thursday, March 23, 2006**

8:00 a.m.

EXAM LOCATION: Gahanna-Lincoln High School Cafeteria
(Written) 140 S. Hamilton Rd.
Gahanna, OH

MINIMUM STARTING SALARY: \$16.91/hour

FILING APPLICATIONS:

Applications are available in the Human Resources Department, Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m., February 6 through February 24 (City Hall will be closed on February 20). The Human Resources Department is located on the second floor of City Hall, 200 S. Hamilton Road.

FILING DEADLINE:

All completed applications must be received in the Human Resources Department no later than 4:30 p.m. on February 24, 2006. **There will be no exceptions.** Applicants may pay by check, money order or cash. Checks or money orders should be made out to the City of Gahanna. Please have correct change if paying with cash.

CITY OF GAHANNA

JOB DESCRIPTION

Job Title: Equipment Operator / Streets	Job Code:
Department: Services	Salary Range: \$16.91/hour - \$23.42/hour
Location: City Service Complex	FLSA/Civil Service: Non Exempt/Civil Serv.
Revised New X	Effective Date: 01/02/05

A. **BASIC FUNCTION** (Primary purpose of this job): Performs difficult semiskilled and skilled work on a variety of public works construction, maintenance and repair projects; occasionally operates specialized equipment in connection with tasks.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES** (List in order of importance. *Indicate essential duties and responsibilities with an **asterisk**.* Show percentage of time. Time and importance may not necessarily correspond.):

DUTIES & RESPONSIBILITIES	%
1. Performs a variety of street, traffic sign, traffic signal and other maintenance and repair tasks;*	14
2. Repairs streets; patches pot holes; seals cracks; lays asphalt; repairs berms; excavates dirt;	10
3. Makes berms; installs, repairs and maintains street names and traffic signs; paints street markings;	4
4. Repairs traffic signals; replaces bulbs and lens covers;	4
5. Mows rights-of way; operates weed eaters; trims trees;	4
6. Participates in snow and ice removal and leaf collection;*	14
7. Operates dump truck, street sweeper, tractor, mower, backhoe, skid steer, chipper, front end loader, bucket truck, road grader, chainsaw, roller and various hand tools in performance of tasks; hauls equipment on trailers as necessary*	15
8. Sprays for weeds;	4
9. Clears dead animals from roadways;	4
10. Clears litter from roadways and other required areas;	4
11. Builds and repairs catch basins; installs drain tile; utilizes transit to perform grade work;	10
12. Sets up work zones including cones and signs; flags traffic as required;	4
13. Installs and repairs guardrails;	4
14. Carries stand-by pager on a rotating basis;	1
15. Performs related tasks as required;*	4
16. Regular, predictable, and punctual attendance is required.*	

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Combination of education and experience equivalent to graduation from high school;
- Considerable experience in performance of construction and maintenance work;
- General knowledge of the tools, materials and equipment used in the construction, maintenance and repair of streets and drainways;
- General knowledge of a variety of maintenance and manual tasks involved in maintenance of streets;
- General knowledge of the hazards of the work and of the necessary safety precautions;
- General knowledge of the safe use, operation and preventative maintenance of the equipment to which assigned and skill in the use of equipment to which assigned;
- Ability to understand and follow specific oral instructions;
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions;
- Ability to lift heavy articles;
- Ability to read and write;
- Ability to establish and maintain effective working relationships with associates;
- Possession of an appropriate commercial driver's license valid in the State of Ohio within 6 months from date of hire; ability to drive a City vehicle.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid	of Time	Percent Experience
City vehicles, including trucks, sewer trucks, vans, dump trucks, street sweepers, tractor, mower, backhoe, roller and various hand tools		60% Ohio CDL License
Standard telephone with voicemail capability	20% Average	
Pager and/or Cellular Phone	5% Average	
Various equipment used in conjunction with above tasks	10% Average	
Fax, copier, and printers	5% Average	

E. **ESSENTIAL REQUIREMENTS OF POSITION:** This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and wearing a self contained breathing apparatus. The worker may be called to work 24 hours/day, 7 days/week. The worker may be required to wear specialized personal protective equipment.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): As a member of the Public Services Department, there is a high degree of accountability as most of the Department relates directly to the citizens of the City of Gahanna. Errors in judgment and/or legal difficulties will be dealt with directly by the Director of Public Service.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.): Will regularly be in contact with the Director and Deputy Director of the Service Department, Superintendent of Streets and Utilities, Water and Sewer Technicians, Equipment Operators, and Foreman.

External contacts will include Gahanna Residents – Complaints, concerns, suggestions, etc.

H. **SUPERVISION RECEIVED:** Reports directly to the Foreman and Superintendent of Streets and Utilities. Supervision received is general to minimal.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly: N/A Indirectly: N/A

APPLICATION REQUIREMENTS

1. The employment application must be completed and signed.
2. The application must be notarized. (Human Resources Coordinator is a notary.)
3. The Personal Inquiry Waiver release form inside the application must be signed, witnessed, and dated.
4. The Fair Credit Reporting Act acknowledgement sheet must be signed and dated.
5. The Acknowledgement of Understanding of Hiring Standards at the back of this packet must be returned with the application.
6. Proof of U.S. citizenship will be required if selected for employment; i.e. birth certificate, passport, naturalization papers.
7. If you are a veteran wishing to claim military credit, you must submit a copy of your DD-214 with the application. Failure to provide a copy of the DD-214 upon submitting the application shall result in immediate disqualification of the credit.

SELECTION PROCESS SUMMARY DESCRIPTION

I. HIRING STANDARDS:

All applicants must read and return the acknowledgement on the last page of this document when filing the application.

The purpose of this hiring standards policy is twofold. First, it gives guidance to those personnel who have the responsibility of conducting background investigations of applications for the position of Equipment Operator. Second, it provides the screening committee with a set of standards designed to assist them in a reasoned and logical selection.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must read and return the acknowledgement stating their understanding and compliance with the hiring standards.

II. WRITTEN EXAMINATION:

A written examination will be administered on Tuesday, March 21 at 6:30 p.m. in the Gahanna Lincoln High School Cafeteria. Please allow two hours for the examination. **In an effort to increase testing integrity, each candidate will be required to show two forms of identification, with at least one form containing his or her picture.**

The written examination will include the following topics: heavy equipment operation; traffic rules and regulations; equipment maintenance; general construction knowledge; safety in the workplace; concrete and masonry; building trades math and blueprints; and CDL regulations.

Candidates must receive a score of 70% or greater on the written exam in order to successfully pass the exam.

All candidates who score in the top 15 will receive their score on the written exam via the telephone the following day. Candidates passing the written exam with a score in the top 15 will take the practical test on March 23, 2006. Candidates who are eligible to take the practical due to their written test score must be at the practical exam on March 23 in order to maintain their eligibility.

III. PRACTICAL EXAMINATION:

A practical test will be given on Thursday, March 23rd at 8:00 a.m. Only those applicants who score in the top 15, successfully passing the written examination, will be scheduled to take the practical exam. Applicants will be required to perform chainsaw operation, a vehicle walk around, snow plow operation, backhoe operation, and loader operation. The practical exam will be administered outside, so applicants should dress appropriately for the weather. The practical exam will begin Thursday morning and may continue through late afternoon. Applicants taking the practical test must make themselves available for the entire day.

IV. BACKGROUND CHECK:

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as an Equipment Operator for the City of Gahanna. The background investigation may include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residences and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
3. Interviews with past and present employers, school officials and personal references.

The following occurrences or incidents in a candidate's background may result in disqualification from the selection process:

- Conviction of a felony or serious misdemeanor.
- Current use of controlled substances (unless under a physician's direction).
- Poor work record.
- Poor driving record, including numerous convictions for moving traffic violations (more than six points or one DUI on an applicant's driving record will automatically disqualify the applicant).
- Numerous debts which are not being regularly paid off.

V. ORAL INTERVIEWS

1. Oral interviews of the candidates finishing, at minimum, in the top six places from the written exam will be administered by the Oral Review Board at a designated time and place.
2. Each candidate will be interviewed for approximately 45-60 minutes by an oral board consisting of designated City employees.
3. All elements of the oral interview will be standardized to include uniform questions.
4. Should a candidate from the list be considered but not selected more than three times for the same or similar condition, the Civil Service Commission shall have the authority to disqualify said candidate from future consideration and to remove that candidate's name from the existing Eligibility List. The Civil Service Commission's decision shall be final.
5. If during or after the interviews, the Civil Service Commission learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc., or in general terms has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Civil Service Commission shall have the authority to disqualify the candidate from future consideration and to remove the candidate's name from the existing Eligibility List, in which case, the Civil Service Commission shall notify said candidate in writing stating the reason for his/her disqualification and removal from the Eligibility List. The

decision of the Civil Service Commission to disqualify said candidate from future consideration and to remove said candidate's name from the Eligibility List shall be final.

6. At the conclusion of each interview, candidates will have the opportunity to ask questions.

VI. CONDITIONAL OFFER OF EMPLOYMENT

Once a candidate is selected for the position, based upon the above testing and oral interview procedures, a verbal conditional offer of employment will be made to the candidate.

VII. SUBSTANCE ABUSE TESTING

The City of Gahanna recognizes the adverse effects that the use of illegal drugs and abuse of alcohol can have on its employees, its products and services and the organization as a whole. It is the City of Gahanna's right to maintain a safe, healthy and efficient work environment for its employees and the public, and to protect the City's property, operations, productivity and public image.

The City of Gahanna expects its employees to work free from the influence of illegal drugs and alcohol. The City of Gahanna also expects its employees to refrain from other involvement with drugs or alcohol in a manner which compromises the City's safety, security, productivity or public image.

In accordance with this policy, the City of Gahanna requires all persons to whom a conditional offer of employment is made to successfully pass a pre-employment substance abuse test before employment can begin. In addition, all persons with a Commercial Driver's License are subject to random substance abuse testing throughout their tenure with the City. Any employee involved in an accident or suspected of using illegal substances will be required to submit to a substance abuse test.

All employees must read and submit a signature of receipt of The City of Gahanna's Commitment to a Substance-Free Workplace.

VIII. OTHER

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative. Medical documentation will be required.

IX. AN EXCERPT FROM CIVIL SERVICE RULES AND REGULATIONS REGARDING YOUR REVIEW AND PROTEST RIGHTS

Section 4.07 Inspection of Rating Keys

In examinations where the Commission considers it feasible, for a period of two (2) weeks after the scores for the examination are mailed, participants may inspect the Rating Key and questions in the office of the Civil Service Commission. Each candidate shall be permitted only one (1) review of the test booklet involving one session.

- A. Protests. Should the test contain a question or an answer with an error, including a conflict of authority, error in keying or incorrect wording, the candidate may protest the question by submitting a protest in writing to the Commission. This written protest must be submitted at the time the candidate is reviewing the test. The protest must cite the error in the question or answer and may also include reference to recognized authorities to support the protest.

Proof such as reference material involving books, pamphlets or other recognized authority may be submitted not later than two (2) days after the last day for filing protests, however, there are no further inspections or protests.

1. For two (2) days following the last day for filing protests, candidates may review protests filed and submit in writing authority which support the Rating Key answers. Proof such as reference material involving books, pamphlets or other recognized authority may be submitted not later than two (2) days after the last day for filing protests which support Rating Key answers, however, there are no further inspections or protests.
2. A candidate may not copy or take from the Civil Service Commission office test questions or answers, or may he make any written notes pertaining to test material. Commission members or members of their staff shall not discuss test written notes with applicants. Following the rating key inspection period, the Commission shall carefully consider all objections and make such changes in the tentative key as are warranted, after which a rating key shall be adopted which shall be final and which shall be used in the actual rating of examination papers. The Commission may correct clerical error of examiners or employees at any time before the cancellation of such a list.

**The City of Gahanna is an Equal Opportunity Employer.
Minorities are encouraged to apply.**

ACKNOWLEDGEMENT OF UNDERSTANDING OF HIRING STANDARDS

This acknowledgement is to help ensure that the candidate has read the Hiring Standards for Equipment Operator and understands each of them. If by reading the whole packet you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the process of applying for the position of Equipment Operator with the City of Gahanna. Please contact the Human Resources Department at (614)342-4455 if you have any questions.

As an applicant for the City of Gahanna, I hereby affirm that I have read the Hiring Standards provided in the Equipment Operator application packet and I understand them.

Name (Printed) _____

Name (Signature) _____

Date _____